



<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS RETENTION AND DISPOSAL SCHEDULE</b> <b>(Continuation Sheet)</b>		<b>Schedule No. C1132</b>
<b>Agency</b> <b>Cecil County Government</b>		<b>Division/Unit</b> <b>Water and Wastewater</b>
<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
2	Record Drawings	Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy until the play or system is replaced and the new records drawings are received, scanned, and image is verified, then destroy.
3	Accounts Payable Invoices	Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for one (1) year, then destroy
4	<u>Correspondence</u> A. Customer Complaints B. General Correspondence	Retain hard copy until scanned and image verified. Retain hard and imaged copy for three (3) years then transfer hard and image copy to archives.
5	Personnel Records	Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years after termination of employment then destroy.

<b>INSTRUCTIONS</b> – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930</b>		<b>ELECTRONIC RECORDS INVENTORY</b>	
		Page <u>1</u> of <u>16</u>			
<b>1 DEPARTMENT/AGENCY</b> Cecil County Government		<b>2 DIVISION</b> Water and Wastewater		<b>3 UNIT</b>	
<b>DEFINITION – Record Series –</b> A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
<b>4 ELECTRONIC RECORD SERIES TITLE</b> Accounts Payable Invoices				<b>5 EARLIEST YEAR/LATEST YEAR</b> <u>2007</u> TO <u>2009</u>	
<b>6 INPUT –</b> Identify source of information to be entered Paper			<b>7 OUTPUT –</b> Identify the use/s of information generated by system Electronic Document - IBM Content Manager		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION –</b> Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.  Documentation of services referred to or products purchased by the County Water and Wastewater department towards operations.					
<b>9 POLICY ON ACCESS AND USE –</b> Explain or attach copy if established in writing.  Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b>  Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
<b>11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.</b> Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.  Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
<b>12. RECOMMENDED RETENTION</b>  Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy until for one (1) year, then destroy					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b>  Scott Mesneak		<b>14 TELEPHONE NUMBER</b>  410-996-5205		<b>15 DATE</b>  9/10/2010	
<b>16 TITLE OF PREPARER</b>  IT & Records Retention Director					
DGS 550-6					

<b>INSTRUCTIONS</b> – Type or print a separate form for each new/ revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		<b>ELECTRONIC RECORDS INVENTORY</b>	
		Page <u>2</u> of <u>16</u>			
<b>1 DEPARTMENT/AGENCY</b> Cecil County Government		<b>2 DIVISION</b> Water and Wastewater		<b>3 UNIT</b>	
<b>DEFINITION – Record Series</b> – A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
<b>4 ELECTRONIC RECORD SERIES TITLE</b> Chain of Custody Report (Plant Records)				<b>5 EARLIEST YEAR/LATEST YEAR</b> <u>2007</u> TO <u>2009</u>	
<b>6 INPUT</b> - Identify source of information to be entered Paper			<b>7 OUTPUT</b> - Identify the use/s of information generated by system Electronic Document - IBM Content Manager		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION</b> - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Any plant document incoming/outgoing that implements, interprets, modifies, or redefines programs, services or projects that are maintained by the Water and Wastewater plant operators regarding County, State, and Federal Regulations.					
<b>9 POLICY ON ACCESS AND USE</b> – Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b> Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
<b>11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.</b> Explain the progression established to ensure the record's retention and usability throughout the record's authorized life-cycle. Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
<b>12 RECOMMENDED RETENTION</b> Scan original and verify image. Destroy hard copy and retain imaged copy for ten (10) years, then destroy.					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Scott Mesneak		<b>14 TELEPHONE NUMBER</b> 410-996-5205		<b>15 DATE</b> 9/10/2010	
<b>16 TITLE OF PREPARER</b> IT & Records Retention Director					
DGS 550-6					

<b>INSTRUCTIONS</b> – Type or print a separate form for each new/revise electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		<b>ELECTRONIC RECORDS INVENTORY</b>	
				Page <u>3</u> of <u>16</u>	
<b>1 DEPARTMENT/AGENCY</b> Cecil County Government		<b>2 DIVISION</b> Water and Wastewater		<b>3 UNIT</b>	
<b>DEFINITION – Record Series –</b> A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
<b>4 ELECTRONIC RECORD SERIES TITLE</b> Customer Complaints				<b>5 EARLIEST YEAR/LATEST YEAR</b> <u>2007</u> TO <u>2009</u>	
<b>6 INPUT – Identify source of information to be entered</b> Paper			<b>7 OUTPUT – Identify the use/s of information generated by system</b> Electronic Document – IBM Content Manager		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION –</b> Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Documentation regarding customer complaints and service requests made by/to the Water and Wastewater department at private/public locations that is being provided utility services, from the county.					
<b>9 POLICY ON ACCESS AND USE –</b> Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
<b>10. UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b> Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
<b>11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.</b> Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle: Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
<b>12 RECOMMENDED RETENTION</b> Retain hard copy until scanned and image verified. Retain hard and imaged copy for three (3) years then transfer hard and image copy to archives.					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Scott Mesneak		<b>14 TELEPHONE NUMBER</b> 410-996-5205		<b>15 DATE</b> 9/10/2010	
<b>16 TITLE OF PREPARER</b> IT & Records Retention Director					
DGS 550-6					

<b>INSTRUCTIONS</b> – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		<b>ELECTRONIC RECORDS INVENTORY</b>	
				Page <u>4</u> of <u>16</u>	
<b>1 DEPARTMENT/AGENCY</b> Cecil County Government		<b>2 DIVISION</b> Water and Wastewater		<b>3 UNIT</b>	
<b>DEFINITION – Record Series</b> – A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
<b>4 ELECTRONIC RECORD SERIES TITLE</b> Discharge Monitoring Report (Plant Records)				<b>5 EARLIEST YEAR/LATEST YEAR</b> <u>2007</u> TO <u>2009</u>	
<b>6 INPUT</b> - Identify source of information to be entered Paper			<b>7 OUTPUT</b> - Identify the use/s of information generated by system Electronic Document - IBM Content Manager		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION</b> - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Any plant document incoming/outgoing that implements, interprets, modifies, or redefines programs, services, or projects that are maintained by the Water and Wastewater plant operators regarding County, State, and Federal regulations.					
<b>9 POLICY ON ACCESS AND USE</b> – Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b> Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
<b>11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.</b> Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle: Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
<b>12 RECOMMENDED RETENTION</b> Scan original and verify image. Destroy hard copy and retain imaged copy for ten (10) years, then destroy.					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Scott Mesneak		<b>14 TELEPHONE NUMBER</b> 410-996-5205		<b>15 DATE</b> 9/10/2010	
<b>16 TITLE OF PREPARER</b> IT & Records Retention Director					
DGS 550-6					

<b>INSTRUCTIONS</b> – Type or print a separate form for each new/revise electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		<b>ELECTRONIC RECORDS INVENTORY</b>	
		Page <u>5</u> of <u>16</u>			
<b>1 DEPARTMENT/AGENCY</b> Cecil County Government		<b>2 DIVISION</b> Water and Wastewater		<b>3 UNIT</b>	
<b>DEFINITION – Record Series</b> - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
<b>4 ELECTRONIC RECORD SERIES TITLE</b> Drinking Water Reports				<b>5 EARLIEST YEAR/LATEST YEAR</b> <u>2007</u> TO <u>2009</u>	
<b>6 INPUT</b> - Identify source of information to be entered Paper			<b>7 OUTPUT</b> - Identify the use/s of information generated by system Electronic Document - IBM Content Manager		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION</b> - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Any plant document incoming/outgoing that implements, interprets, modifies, or redefines programs, services or projects that are maintained by the Water and Wastewater plant operators regarding County, State, and Federal Regulations.					
<b>9 POLICY ON ACCESS AND USE</b> – Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b> Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
<b>11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.</b> Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
<b>12 RECOMMENDED RETENTION</b> Scan original and verify image. Destroy hard copy and retain imaged copy for ten (10) years, then destroy.					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Scott Mesneak		<b>14 TELEPHONE NUMBER</b> 410-996-5205		<b>15 DATE</b> 9/10/2010	
<b>16 TITLE OF PREPARER</b> IT & Records Retention Director					
DGS 550-6					

<b>INSTRUCTIONS</b> – Type or print a separate form for each new/revise electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		<b>ELECTRONIC RECORDS INVENTORY</b>	
		Page <u>6</u> of <u>16</u>			
1 DEPARTMENT/AGENCY <b>Cecil County Government</b>		2 DIVISION <b>Water and Wastewater</b>		3 UNIT	
<b>DEFINITION – Record Series –</b> A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE <b>Equipment Records</b>				5 EARLIEST YEAR/LATEST YEAR <u>1950</u> TO <u>2010</u>	
6 INPUT - Identify source of information to be entered <b>Paper</b>			7 OUTPUT - Identify the use/s of information generated by system. <b>Electronic Document - IBM Content Manager</b>		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. <b>Manufacturer's Literature, O&amp;M Manuals and work orders related to equipment used in operation of the Water and Wastewater department and facilities</b>					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. <b>Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.</b>					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM <b>Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.</b>					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. <b>Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.</b>					
12. RECOMMENDED RETENTION Retain hard copy until scanned and image verified. Retain image for the life of equipment or until equipment is disposed of, then destroy image and hard copy.					
13 TYPED OR PRINTED NAME OF PREPARER <b>Scott Mesneak</b>		14 TELEPHONE NUMBER <b>410-996-5205</b>		15 DATE <b>9/10/2010</b>	
16 TITLE OF PREPARER <b>IT &amp; Records Retention Director</b>					
DGS 550-6					



<b>INSTRUCTIONS</b> – Type or print a separate form for each new/revise electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		<b>ELECTRONIC RECORDS INVENTORY</b>	
		Page <u>7</u> of <u>16</u>			
<b>1 DEPARTMENT/AGENCY</b> Cecil County Government		<b>2 DIVISION</b> Water and Wastewater		<b>3 UNIT</b>	
<b>DEFINITION</b> – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
<b>4 ELECTRONIC RECORD SERIES TITLE</b> General Correspondence				<b>5 EARLIEST YEAR/LATEST YEAR</b> <u>2007</u> TO <u>2009</u>	
<b>6 INPUT</b> - Identify source of information to be entered Paper			<b>7 OUTPUT</b> - Identify the use/s of information generated by system Electronic Document - IBM Content Manager		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION</b> - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Any letter that is incoming/outgoing that implements, interprets, modifies, or redefines programs, services, or projects that the County regulates or governs.					
<b>9 POLICY ON ACCESS AND USE</b> – Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b> Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
<b>11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.</b> Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
<b>12 RECOMMENDED RETENTION</b> Retain hard copy until scanned and image verified. Retain hard and imaged copy for three (3) years then transfer hard and image copy to archives.					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Scott Mesneak		<b>14 TELEPHONE NUMBER</b> 410-996-5205		<b>15 DATE</b> 9/10/2010	
<b>16 TITLE OF PREPARER</b> IT & Records Retention Director					
DGS 550-6					

<b>INSTRUCTIONS</b> – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		<b>ELECTRONIC RECORDS INVENTORY</b>	
				Page <u>8</u> of <u>16</u>	
<b>1 DEPARTMENT/AGENCY</b> Cecil County Government		<b>2 DIVISION</b> Water and Wastewater		<b>3 UNIT</b>	
<b>DEFINITION – Record Series</b> – A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
<b>4 ELECTRONIC RECORD SERIES TITLE</b> Lab Testing Report				<b>5 EARLIEST YEAR/LATEST YEAR</b> <u>2007</u> TO <u>2009</u>	
<b>6 INPUT</b> - Identify source of information to be entered Paper			<b>7 OUTPUT</b> - Identify the use/s of information generated by system Electronic Document - IBM Content Manager		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION</b> - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Any plant document incoming/outgoing that implements, interprets, modifies, or redefines programs, services or projects that are maintained by the Water and Wastewater plant operators regarding County, State, and Federal Regulations.					
<b>9 POLICY ON ACCESS AND USE</b> – Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b> Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
<b>11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.</b> Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
<b>12 RECOMMENDED RETENTION</b> Scan original and verify image. Destroy hard copy and retain imaged copy for ten (10) years, then destroy.					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Scott Mesneak		<b>14 TELEPHONE NUMBER</b> 410-996-5205		<b>15 DATE</b> 9/10/2010	
<b>16 TITLE OF PREPARER</b> IT & Records Retention Director					
DGS 550-6					

<b>INSTRUCTIONS</b> – Type or print a separate form for each new/revise electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930</b>		<b>ELECTRONIC RECORDS INVENTORY</b>	
		Page <u>9</u> of <u>16</u>			
<b>1 DEPARTMENT/AGENCY</b> Cecil County Government		<b>2 DIVISION</b> Water and Wastewater		<b>3 UNIT</b>	
<b>DEFINITION – Record Series –</b> A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
<b>4 ELECTRONIC RECORD SERIES TITLE</b> Monthly Operator Reports (Plant Records)				<b>5 EARLIEST YEAR/LATEST YEAR</b> <u>2005</u> TO <u>2009</u>	
<b>6 INPUT - Identify source of information to be entered</b> Paper			<b>7 OUTPUT - Identify the use/s of information generated by system</b> Electronic Document - IBM Content Manager		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION -</b> Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.  Any plant document incoming/outgoing that implements, interprets, modifies, or redefines programs, services or projects that are maintained by the Water and Wastewater plant operators regarding County, State, and Federal Regulations.					
<b>9 POLICY ON ACCESS AND USE –</b> Explain or attach copy if established in writing.  Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b>  Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
<b>11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.</b> Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.  Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
<b>12 RECOMMENDED RETENTION</b>  Scan original and verify image. Destroy hard copy and retain imaged copy for ten (10) years, then destroy.					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b>  Scott Mesneak		<b>14 TELEPHONE NUMBER</b>  410-996-5205		<b>15 DATE</b>  9/10/2010	
<b>16 TITLE OF PREPARER</b>  IT & Records Retention Director					
DGS 550-6					

<b>INSTRUCTIONS</b> – Type or print a separate form for each new/ revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		<b>ELECTRONIC RECORDS INVENTORY</b>	
				Page <u>10</u> of <u>16</u>	
1 DEPARTMENT/AGENCY Cecil County Government		2 DIVISION Water and Wastewater		3 UNIT	
<b>DEFINITION – Record Series</b> – A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Monthly State Sheet Reports (Plant Records)				5 EARLIEST YEAR/LATEST YEAR <u>2007</u> TO <u>2009</u>	
6 INPUT - Identify source of information to be entered Paper			7 OUTPUT - Identify the use/s of information generated by system Electronic Document - IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Any plant document incoming/outgoing that implements, interprets, modifies, or redefines programs, services or projects that are maintained by the Water and Wastewater plant operators regarding County, State, and Federal Regulations.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
12 RECOMMENDED RETENTION Scan original and verify image. Destroy hard copy and retain imaged copy for ten (10) years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Scott Mesneak		14 TELEPHONE NUMBER 410-996-5205		15 DATE 9/10/2010	
16 TITLE OF PREPARER IT & Records Retention Director					
DGS 550-6					

<b>INSTRUCTIONS</b> – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930</b>		<b>ELECTRONIC RECORDS INVENTORY</b>	
				Page <u>11</u> of <u>16</u>	
<b>1 DEPARTMENT/AGENCY</b> Cecil County Government		<b>2 DIVISION</b> Water and Wastewater		<b>3 UNIT</b>	
<b>DEFINITION</b> – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
<b>4 ELECTRONIC RECORD SERIES TITLE</b> Operator Daily Sheet Reports (Plant Records)				<b>5 EARLIEST YEAR/LATEST YEAR</b> <u>2007</u> TO <u>2009</u>	
<b>6 INPUT</b> - Identify source of information to be entered Paper			<b>7 OUTPUT</b> - Identify the use/s of information generated by system Electronic Document - IBM Content Manager		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION</b> - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.  Any plant document incoming/outgoing that implements, interprets, modifies, or redefines programs, services or projects that are maintained by the Water and Wastewater plant operators regarding County, State, and Federal Regulations.					
<b>9 POLICY ON ACCESS AND USE</b> – Explain or attach copy if established in writing.  Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b>  Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
<b>11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.</b> Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.  Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
<b>12 RECOMMENDED RETENTION</b>  Scan original and verify image. Destroy hard copy and retain imaged copy for ten (10) years, then destroy.					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b>  Scott Mesneak		<b>14 TELEPHONE NUMBER</b>  410-996-5205		<b>15 DATE</b>  9/10/2010	
<b>16 TITLE OF PREPARER</b>  IT & Records Retention Director					
DGS 550-6					

<b>INSTRUCTIONS</b> – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		<b>ELECTRONIC RECORDS INVENTORY</b>	
		Page <u>12</u> of <u>16</u>			
1 DEPARTMENT/AGENCY <b>Cecil County Government</b>		2 DIVISION <b>Water and Wastewater</b>		3 UNIT	
<b>DEFINITION – Record Series –</b> A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE <b>Personnel Records</b>				5 EARLIEST YEAR/LATEST YEAR <u>2007</u> TO <u>2009</u>	
6 INPUT - Identify source of information to be entered <b>Paper</b>			7 OUTPUT - Identify the use/s of information generated by system <b>Electronic Document - IBM Content Manager</b>		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. <b>Personnel records contain information regarding an employee that is needed to conduct business. May include performance reviews, disciplinary actions, and job descriptions.</b>					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. <b>Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.</b>					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM <b>Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.</b>					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. <b>Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.</b>					
12 RECOMMENDED RETENTION Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years after termination of employment then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER <b>Scott Mesneak</b>		14 TELEPHONE NUMBER <b>410-996-5205</b>		15 DATE <b>9/10/2010</b>	
16 TITLE OF PREPARER <b>IT &amp; Records Retention Director</b>					
DGS 550-6					

<b>INSTRUCTIONS</b> – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		<b>ELECTRONIC RECORDS INVENTORY</b>	
		Page <u>13</u> of <u>16</u>			
1 DEPARTMENT/AGENCY <b>Cecil County Government</b>		2 DIVISION <b>Water and Wastewater</b>		3 UNIT	
DEFINITION – Record Series – A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE <b>Record Drawings</b>				5 EARLIEST YEAR/LATEST YEAR <u>1950</u> TO <u>2010</u>	
6 INPUT - Identify source of information to be entered <b>Paper</b>			7 OUTPUT - Identify the use/s of information generated by system <b>Electronic Document - IBM Content Manager</b>		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. <b>Drawings associated with treatment plants, collection systems and distribution systems that are maintained or owned by Cecil County Government</b>					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. <b>Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.</b>					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM <b>Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.</b>					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. <b>Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.</b>					
12 RECOMMENDED RETENTION <small>Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy until the play or system is replaced and the new records drawings are received, scanned, and image is verified, then destroy.</small>					
13 TYPED OR PRINTED NAME OF PREPARER <b>Scott Mesneak</b>		14 TELEPHONE NUMBER <b>410-996-5205</b>		15 DATE <b>9/10/2010</b>	
16 TITLE OF PREPARER <b>IT &amp; Records Retention Director</b>					
DGS 550-6					

<b>INSTRUCTIONS</b> – Type or print a separate form for each new/ revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		<b>ELECTRONIC RECORDS INVENTORY</b>	
		Page <u>14</u> of <u>16</u>			
1 DEPARTMENT/AGENCY Cecil County Government		2 DIVISION Water and Wastewater		3 UNIT	
<b>DEFINITION – Record Series</b> – A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Sludge Generator Report				5 EARLIEST YEAR/LATEST YEAR <u>2007</u> TO <u>2009</u>	
6 INPUT - Identify source of information to be entered Paper			7 OUTPUT - Identify the use/s of information generated by system Electronic Document - IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Any plant document incoming/outgoing that implements, interprets, modifies, or redefines programs, services or projects that are maintained by the Water and Wastewater plant operators regarding County, State, and Federal Regulations.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
12 RECOMMENDED RETENTION Scan original and verify image. Destroy hard copy and retain imaged copy for ten (10) years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Scott Mesneak		14 TELEPHONE NUMBER 410-996-5205		15 DATE 9/10/2010	
16 TITLE OF PREPARER IT & Records Retention Director					
DGS 550-6					



<b>INSTRUCTIONS</b> – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		<b>ELECTRONIC RECORDS INVENTORY</b>	
				Page <u>15</u> of <u>16</u>	
1 DEPARTMENT/AGENCY Cecil County Government		2 DIVISION Water and Wastewater		3 UNIT	
<b>DEFINITION</b> – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Sludge Report (Plant Records)				5 EARLIEST YEAR/LATEST YEAR <u>2007</u> TO <u>2009</u>	
6 INPUT - Identify source of information to be entered Paper			7 OUTPUT - Identify the use/s of information generated by system Electronic Document - IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Any plant document incoming/outgoing that implements, interprets, modifies, or redefines programs, services or projects that are maintained by the Water and Wastewater plant operators regarding County, State, and Federal Regulations.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
12 RECOMMENDED RETENTION Scan original and verify image. Destroy hard copy and retain imaged copy for ten (10) years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Scott Mesneak		14 TELEPHONE NUMBER 410-996-5205		15 DATE 9/10/2010	
16 TITLE OF PREPARER IT & Records Retention Director					
DGS 550-6					

<b>INSTRUCTIONS</b> – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		<b>ELECTRONIC RECORDS INVENTORY</b>	
				Page <u>16</u> of <u>16</u>	
1 DEPARTMENT/AGENCY Cecil County Government		2 DIVISION Water and Wastewater		3 UNIT	
<b>DEFINITION – Record Series</b> – A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Water Quality Testing Reports (Plant Records)				5 EARLIEST YEAR/LATEST YEAR <u>2007</u> TO <u>2009</u>	
6 INPUT - Identify source of information to be entered Paper			7 OUTPUT - Identify the use/s of information generated by system Electronic Document - IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Any plant document incoming/outgoing that implements, interprets, modifies, or redefines programs, services or projects that are maintained by the Water and Wastewater plant operators regarding County, State, and Federal Regulations.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
12 RECOMMENDED RETENTION Scan original and verify image. Destroy hard copy and retain imaged copy for ten (10) years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Scott Mesneak		14 TELEPHONE NUMBER 410-996-5205		15 DATE 9/10/2010	
16 TITLE OF PREPARER IT & Records Retention Director					
DGS 550-6					